

# **Georgia Board of Nursing – Licensure By Examination as a Licensed Practical Nurse Graduates of Nursing Education Programs Located Outside of the United States**

All applications will be considered for multistate licensure if qualified. If granted, the nurse can then engage in nursing practice in any of the Enhanced Nurse Licensure Compact states without having to obtain additional licenses. A list of states participating in the Enhanced Nurse Licensure Compact is available at <https://www.nursecompact.com>. Applicants must meet the following requirements to be considered for a multistate license:

1. Meets Georgia's qualifications for licensure or renewal of licensure, as well as all other applicable state laws;
2. Has graduated from a licensing-board-approved RN or LPN/VN prelicensure education program;

OR

Has graduated from a foreign RN or LPN/VN pre-licensure education program that:

- a. has been approved by the authorized accrediting body in the applicable country and
  - b. has been verified by an independent credentials review agency to be comparable to a Board approved nursing education program;
3. Has successfully passed an English proficiency examination that includes the components of reading, speaking, writing and listening; if a graduate of a foreign pre-licensure education program not taught in English or if English is not the individual's native language;
  4. Has successfully passed an NCLEX-RN® or NCLEX-PN® Examination or State Board Test Pool Examination, as applicable;
  5. Holds an active, unencumbered license;
  6. Has submitted fingerprints or other biometric data for the purpose of obtaining criminal history record information from the Federal Bureau of Investigation and the Georgia Bureau of Investigations;
  7. Has not been convicted or found guilty, or entered into an agreed disposition, of a felony offense under applicable state or federal criminal law;
  8. Has not been convicted or found guilty, or entered into an agreed disposition, of a misdemeanor offense related to the practice of nursing as determined on a case-by-case basis;
  9. Is not currently enrolled in an alternative program;
  10. Is subject to self-disclosure requirements regarding current participation in an alternative program;
  11. Has a valid United States Social Security number; and
  12. Declares Georgia as the primary state of residence.

**Please follow these easy steps to ensure that your application is processed as quickly as possible.**

1. Complete the application in its entirety. Indicate N/A for any blanks that are not applicable.
2. Include a check or money order payable to the Georgia Board of Nursing in the amount of \$40.00. Please note that application fees are non-refundable.
3. Register with CGFNS International at [www.cgfns.org](http://www.cgfns.org) and request that they evaluate your credentials and submit a CES Professional Report (including non-nursing education) to the Georgia Board of Nursing.
4. If your nursing education program was not completed in English with English textbooks you must pass the TOEFL with a minimum score of 550 (paper based), 213 (computer based) or 79 (internet based). You may register for TOEFL at [www.toefl.org](http://www.toefl.org).
3. Submit official transcripts from your nursing education program which led to initial licensure. Transcripts must be in English or accompanied by a certified English language translation directly from the school, another licensing board, or CGFNS.
4. Submit verification of licensure as a licensed practical nurse from the licensing agency in your country of licensure. This information may be forwarded to the Board by CGFNS.

5. Board rule 410-2-.03 requires applicants for licensure by examination to pass NCLEX within three years of the date of testing eligibility. Applicants for licensure by examination who have not passed NCLEX within three years of the date of graduation must enroll in and graduate from an approved nursing education program to reestablish testing eligibility
6. Board Rule 410-2-.03 requires applicants for licensure by examination (international) to document one of the following: 1) Five hundred (500) hours of practice as a licensed practical nurse (based on the definition of the "Practice of Nursing" found in O.C.G.A. §43-26-32) within the four years preceding the date of this application; or, 2) Completion of a Board approved reentry program within the four years preceding the date of this application. Have your employer complete the attached "Verification of Employment Form" to provide documentation of active practice within the four years preceding the date of this application. To avoid processing delays please submit verifications of employment as part of your application packet.
7. The Board requires applicants to disclose all previous arrests and discipline by other regulatory boards. If you have ever been arrested or disciplined by any other regulatory board or agency please provide a certified copy of the official documents showing the final disposition of the incident as well as a personal, detailed letter of explanation regarding each incident. To avoid processing delays please submit all documentation as part of your application packet.
8. Georgia law requires applicants to submit secure and verifiable documentation regarding their United States citizenship status. Submit a copy of your driver's license, United States passport or other document as indicated on page 3 of the application packet. To avoid processing delays please submit the required documentation as part of your application packet.
9. Have your completed and signed application notarized.
10. Georgia law requires applicants for licensure to complete a criminal background check. Please visit the Board's website at [www.sos.ga.gov/plb/nursing](http://www.sos.ga.gov/plb/nursing), click on "Licensure" and view the instructions for completing a criminal background check by fingerprinting.
11. If you have a documented disability and require an accommodation under the Americans with Disabilities Act, please visit the Board's website at [www.sos.ga.gov/plb/nursing](http://www.sos.ga.gov/plb/nursing), click on "Application/Form Downloads" and select download the "Request for Accommodation" form. Have your health care provider complete and submit that form with the required documentation using the instructions contained on the form. Please note, accommodation requests must be approved prior to scheduling your test date.
12. Mail your completed application to the Georgia Board of Nursing for processing. Applications are processed in the order in which they are received. To avoid processing delays please be sure to include all required documentation with your application packet. Applications are valid for one year from the date of submission. When mailing your application please use a 9x12 envelope and do not fold or staple any of the documents.

You must not engage in practical nursing practice in Georgia until you are licensed by the Georgia Board of Nursing. Any person practicing or offering to practice nursing or using the title "licensed practical nurse," as defined in O.C.G.A. §§ 43-26-32 et.seq. within the State of Georgia, shall be licensed as provided in O.C.G.A. §§ 43-26-32 et.seq.



**Georgia Board of Nursing**  
237 Coliseum Drive  
Macon, Georgia 31217  
(844) 753-7825 [www.sos.ga.gov/plb/nursing](http://www.sos.ga.gov/plb/nursing)

**Application for Licensure  
By Examination as a Licensed Practical Nurse  
(Graduates of International Programs)  
Non Refundable Application Fee: \$40.00**

Date Entered \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Submitted \$ \_\_\_\_\_  
Certificate # \_\_\_\_\_  
Date Issued \_\_\_\_\_

☐ Please check this box if you are a military spouse or a transitioning service member of the United States armed forces (including the National Guard).

**Demographic Information**

Please Print Legibly or Type all Information

Last Name:	First Name:
Middle Name:	Previous Name(s):
Social Security Number:	Date of Birth:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Email:

Physical Address Information – Applicants must provide a physical address of record.  
A post office box is not acceptable for this field.

Physical Address:		
City:	State:	Zip:

Mailing Address Information - Pursuant to O.C.G.A. §43-1-2(k), if issued a license, your mailing address and license number are public information and will appear on the Board's website. A post office box may be used for this field.

Mailing Address:		
City:	State:	Zip
Phone:	Alternate Phone:	

**Declaration of Primary State of Residency**

To be considered for a multistate license, Georgia must be your primary state of residency.

I declare Georgia as my primary state of residency and I am providing a Georgia address. ☐ No ☐ Yes

If you do not have a current Georgia mailing address, you must provide one of the documents in the section titled Declaration of Primary State of Residence in the instructions. If Georgia is not your primary state of residence, you are not eligible for a Georgia multistate license.

Do you hold an active enhanced Nurse Licensure Compact multistate license in another state? ☐ No ☐ Yes  
Please note, a nurse may only hold one multistate license. If you currently hold a multistate license in another jurisdiction and you are not changing your primary state of residency to Georgia you should not submit this application.

### Nursing Education Information

To be considered for licensure, your nursing education program must meet the requirements of O.C.G.A. §43-26-32(1.1). Submit official transcripts verifying your degree/graduation date from your nursing education program.

Name of Basic Nursing Education Program:

Location of Basic Nursing Education Program:	City:	State:	Country:
----------------------------------------------	-------	--------	----------

Date of Graduation:	Degree Awarded: <input type="checkbox"/> Diploma <input type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other
---------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Have you previously applied to take NCLEX in this or any other state?    ☐ No    ☐ Yes

If yes, please list the state in which you applied and the date of examination:

State	Date	State	Date

If you have previously been authorized to take NCLEX in another state or jurisdiction, why are you seeking licensure by examination in Georgia? \_\_\_\_\_

### Licensure Information

Please list the country where you were initially licensed as a licensed practical nurse:

Please list the country where you are currently licensed as a licensed practical nurse:

### Active Practice Information

Board Rule 410-2-.03 requires that applicants document one of the following:

I have practiced as a licensed practical nurse (based on the definition of the "Practice of Nursing" found in O.C.G.A. §43-26-32) at least five hundred (500) hours within the four (4) years preceding the date of this application and have provided the employment information on the grid below:

☐ No    ☐ Yes

I have not practiced as a licensed practical nurse (based on the definition of the "Practice of Nursing" found in O.C.G.A. §43-26-32) at least five hundred (500) hours within the four (4) years preceding the date of this application and understand that I am required to complete a Board approved reentry program as defined in Board Rule 410-4-.05.

☐ No    ☐ Yes

Employer Name and Address	Location (City/State)	Position/Title	Dates of Employment (Month/Year to Month/Year)	LPN Licensure Required	Number of Hours Worked

<p>A completed verification of employment form must be submitted for each employer listed on this grid.          If your employer uses a third party to verify employment it is the applicant's responsibility to obtain the employment documentation and submit it with the application packet.</p>					
<b>Native Language Information</b>					
Is English your native language?				<input type="checkbox"/> No	<input type="checkbox"/> Yes
Was your nursing education program (including textbooks and instruction) conducted in English?				<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>CGFNS</b>					
Register with CGFNS International at <a href="http://www.cgfns.org">www.cgfns.org</a> and request that they evaluate your credentials and submit a CES Professional Report (including non-nursing education) to the Georgia Board of Nursing.					
CGFNS Identification Number _____					

<b>Criminal and Disciplinary Information</b>	
Failure to reveal an offense, arrest, ticket, or citation may subject your license to a disciplinary order and fine.	
Have you ever been arrested? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>	
If yes, please submit, with your application, a certified copy of the court records showing the final disposition of all charges and letter of explanation which addresses each charge.	
Note: The answer to this question is "Yes" if an arrest or conviction has been pardoned, expunged, dismissed or deferred, you pled and completed probation under First Offender and/or your civil rights have been restored and/or you have received legal advice that the offense will not appear on your criminal record.	
Has any licensing authority in Georgia or any other jurisdiction ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>	
Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>	
Are you currently under investigation or is a disciplinary action pending against your nursing license or any other license or certification you hold in any state or territory of the United States? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>	
Are you currently a participant in a state board/designee monitoring program including alternative to discipline, diversion or a peer assistance program? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>	
Have you ever been terminated from an alternative to discipline, diversion, or a peer assistance program due to unsuccessful completion? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>	
Do you currently possess any condition which may in any way impair your ability to practice or otherwise alter your behavior as it relates to the practice of nursing? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>	

### Citizenship and Immigration Information

Georgia law requires applicants to submit a copy of your Secure and Verifiable Document. This includes a copy of your driver's license, United States Passport or a copy of your current immigration document(s) which includes your alien identification number, I-94 number and SEVIS ID if required.

A complete list of secure and verifiable documents published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status. This list may be found on the Board's website at this address: <http://sos.ga.gov/admin/files/svd2013.pdf>

#### Applicant Affidavit

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia Board of Nursing and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

- 1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other lawful.
- 2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Under penalties of perjury, I understand that any false or misleading information in, or in connection with my application, may be cause for denial or revocation of licensure. In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia Board of Nursing and/or criminal prosecution.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Applicant Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expiration Date

**- THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY -**

### **Application Checklist**

To ensure that your application is complete, please use the following checklist:

Enclose a check or money order payable to the Georgia Board of Nursing in the amount of \$40.00. Remember—application fees are nonrefundable.

Enclose an official copy of your nursing education transcripts.

Enclose secure and verifiable documentation of United States citizenship or legal immigration status.

Register for your criminal background check with Gemalto/GAPS.

Mail your completed application to:

Georgia Board of Nursing  
237 Coliseum Drive  
Macon, Georgia 31217  
844-753-7825

[www.sos.ga.gov/plb/nursing](http://www.sos.ga.gov/plb/nursing)

You may check your application status by visiting the Board's website at [www.sos.ga.gov/plb/nursing](http://www.sos.ga.gov/plb/nursing) and click on "Application Status."

**GEORGIA BOARD OF NURSING**237 Coliseum Drive  
Macon, Georgia 31217**VERIFICATION OF EMPLOYMENT FOR APPLICANTS FOR LICENSURE BY EXAMINATION  
(GRADUATES OF INTERNATIONAL NURSING EDUCATION PROGRAMS)****Section I (To be completed by applicant)**

Submit this form to your employer to verify your employment and the numbers of hours worked. The name and address of your employer on this form must match the name and address you listed under "Employment History" on your application. Ask the employer to complete this form and place it in a sealed envelope for you to submit with your application or submit it by email to [nursing@sos.ga.gov](mailto:nursing@sos.ga.gov) or by fax to 877-371-5712.

Applicant Last Name:

Applicant First Name:

Physical Address:

City:

State:

Zip:

Phone:

Email:

I do hereby consent to and authorize the release of any and all records and information concerning my employment to the Georgia Board of Nursing. I understand this information is required as part of the application for licensure process.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date**Section II (To be completed by employer)**

Please complete the form in its entirety. A separate form must be completed for each position held. Be sure to accurately document the employee's position/title and whether or not licensure as a practical nurse was required. The completed and notarized form may be provided to the applicant or submitted directly to the Georgia Board of Nursing by email to [nursing@sos.ga.gov](mailto:nursing@sos.ga.gov) or by fax to 877-371-5712.

Facility/Business/Employer Name:

Physical Address:

City:

State:

Zip:

Phone:

Email:

Employee's Position/Title:

Is an LPN license a qualification/requirement for employment in this position? ☐ No ☐ Yes

If different location than the employer listed above, please identify the physical location where the employee practiced

Facility/Business/Employer Name:

Physical Address:

City:

State:

Zip:

Phone:

Email:



Dates of Employment:

Employed From \_\_\_\_\_ (Month/Year) to \_\_\_\_\_ (Month/Year)

Were there any periods of extended absence during employment? ☐ No ☐ Yes

If yes, please provide dates" \_\_\_\_\_ (Month/Year) to \_\_\_\_\_ (Month/Year)

Please complete the grid below:

Year	Hours Worked Per Year	Job Title/Description

I hereby certify that I am the custodian of records at the facility listed on this form and the information submitted on this form are true and correct statements of this applicant's employment with our facility.

\_\_\_\_\_  
Employer Representative Printed Name

\_\_\_\_\_  
Employer Representative Title

\_\_\_\_\_  
Employer Representative Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expiration Date

**- THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY -**



## GEORGIA BOARD OF NURSING

237 Coliseum Drive

Macon, Georgia 31217

(844) 753-7825

[www.sos.ga.gov/plb/nursing](http://www.sos.ga.gov/plb/nursing)

Criminal Background Consent Form		
Last Name:		First Name:
Middle Name:		Previous Name(s):
Social Security Number:		Date of Birth:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Race:
Physical Address:		
City:	State:	Zip:

I hereby authorize the Georgia Board of Nursing ("Board") to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia. I give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**- THIS FORM MUST NOT BE SIGNED ELECTRONICALLY -**